

Request for Additional Information

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Utility Company Name]

[Utility Company Address]

[City, State, Zip Code]

Dear [Utility Company Representative's Name],

I am writing to request additional information regarding the utility efficiency rebate programs offered by your company. As a resident of [Your City/Neighborhood], I am particularly interested in understanding the types of rebates available, eligibility requirements, and the application process.

Could you please provide details on the following:

- Overview of current rebate programs
- Specific energy-efficient products eligible for rebates
- Deadlines for application submissions
- Any required documentation or proofs needed for application

Thank you for your assistance. I look forward to your prompt response, as this information will be invaluable for my decision-making process.

Sincerely,

[Your Name]